

Faculty, Computer Technology-Information Technology  
Pennsylvania Highlands Community College

Direct Link: <https://www.AcademicKeys.com/r?job=234569>

Downloaded On: May. 16, 2024 8:42am

Posted Apr. 12, 2024, set to expire May 17, 2024

**Job Title** Faculty, Computer Technology-Information Technology

**Department** Academic Affairs

<https://www.pennhighlands.edu/academics/computer-information-sciences/>

**Institution** Pennsylvania Highlands Community College  
Johnstown, Pennsylvania

**Date Posted** Apr. 12, 2024

**Application Deadline** Apr. 26, 2024

**Position Start Date** August 2024

**Job Categories** Lecturer/Instructor

**Academic Field(s)** Sciences - Computer Science

**Job Website** <https://www.pennhighlands.edu/about/hr/employment/faculty-information-technology-richland/>

**Apply Online Here** <https://pennhighlands.wufoo.com/forms/p1o1y24l1qn0vih/>

**Apply By Email**

**Job Description**

**Date Available:** August 2024

**Tenure Status:** Tenure-Track

**Rank & Salary:** Rank & salary are governed by the Faculty Collective Bargaining Agreement & are dependent upon qualifications, years of teaching experience and/or relevant professional experience. Base salary ranges from \$42,288 – \$57,523 with opportunities for additional income + generous

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benefits package.

**Application Deadline:** Friday, April 26, 2024

*(Applications will be accepted until the position is filled; however, fully completed employment applications received by the deadline with all required application materials will receive guaranteed priority consideration.)*

**Application Materials Required:** Employment Application, Cover Letter, Resume/CV, Unofficial Transcripts

**To Apply:** [Click here for the Employment Application](#)

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## JOB SCOPE

Working in cooperation with faculty and administrative colleagues, the Computer Technology – Information Technology Faculty member is responsible for providing high quality instruction, advising, curriculum development/review, and dynamic, student-centered, growth-oriented leadership and related activities designed to advance the College's programs and associated courses in information technology.

The Computer Technology – Information Technology faculty member will teach the equivalent of 15 credit hours per semester in the discipline which may include: Windows enterprise systems and services, network administration, LAN and WAN technologies, and others as appropriate. Teaching computer network environment specifications will involve providing an accurate technical explanation of the major components of a computer and the devices used in creating a network environment; describing routine network administrative tasks, including operating system installs and upgrades, configuration, administration, and troubleshooting.

Other professional responsibilities include academic support and advising, participating in departmental and College-wide governance structures to ensure the quality and integrity of the overall curriculum, program development, participating in the assessment of student learning and course/program effectiveness, staying current in the discipline through involvement in appropriate professional development activities, and otherwise supporting the mission of the College by engaging in appropriate service activities.

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## ESSENTIAL JOB RESPONSIBILITIES

1. Teaches assigned courses in qualified discipline(s).
2. Prepares students for real-world Information technology activities that include providing group collaboration projects and monitoring active intern-based tasking.
3. Participates in curriculum development and maintenance.
4. Provides academic support and advising to students including establishing a schedule of office hours.
5. Participates in college governance by serving on joint, ad hoc, college, division, and discipline committees.
6. Participates in the recruitment and hiring of new faculty through participation on search committees.
7. Participates in the planning and development of affiliated partnerships including the establishment of an Advisory Committee.
8. Participates in college and community service activities.
9. Participates in professional growth activities and maintains awareness of new trends and developments within areas of instructional responsibility.
10. Recommends textbooks and supplementary materials (software, etc.) appropriate to the needs of students and course requirements.
11. Attendance at all mandatory meetings.
12. Regular attendance.

## DIRECT REPORTS

None

## QUALIFICATIONS

To perform this job successfully, an individual must be able to have the knowledge, skills, and abilities to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education:**

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- Bachelor's degree in computer engineering, computer science, information technology, or related field is required.

**Experience & Knowledge:**

- Teaching experience in postsecondary and/or vocational education is preferred.
- Employment experience in a related field also preferred.
- Familiarity with and/or experience with the following or related technologies:
  - Windows and Linux operating systems
  - Windows server management
  - TCP/IP protocols and troubleshooting
  - SQL and database management
  - Cloud server/networking
  - Cyber security
  - Virtualization systems such as Hyper-V, VirtualBox, and VMware
  - General programming

**Computer Skills:**

- Knowledge and experience with applicable PC hardware and software including the Microsoft Office suite, e-mail, and internet browser.
- Experience with a learning management system preferred.

**Certificates, Licenses, Registrations:**

- Pennsylvania State Police Criminal Record Check (Act 34)
- Child Abuse History Clearance (Act 151)
- FBI Federal Criminal History-Fingerprinting (Act 114)
- Programming and/or applications certificates are highly desired but not required (e.g., Project Management, Data Science, Cloud Computing, DevOps, Big Data, CRM, CEH Certification).

**Physical Demands:**

- While performing the duties of this position, the employee is regularly required to stand, sit, and talk or hear.
- The employee is frequently required to use hands to write, handle, or feel; reach with hands and arms.
- The employee may occasionally have to stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.

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- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

- Typical office environment with a quiet to moderate noise level.

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## ADDITIONAL NOTES

1. Please note that employment applications referencing 'see resume' or similar phrases are considered incomplete and may not be considered.
2. Please do not call to inquire about the status of your application. Only those candidates chosen for an interview will be contacted.
3. Employment is contingent upon submission and satisfactory review of any background check clearances as may be required by Pennsylvania Act 153. Please refer to our [Pre-Employment Background Check Information](#) page for more detailed information.
4. Successful candidates must be authorized to work in the United States and not require work authorization sponsorship by Pennsylvania Highlands Community College for any position now or in the future.
5. The College does not offer relocation assistance at this time.

### EEO/AA Policy

*Pennsylvania Highlands Community College is an equal opportunity employer committed to diversity in the workplace. Pennsylvania Highlands Community College promotes a drug-free workplace.*

*Pennsylvania Highlands Community College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factors.*

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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**      Human Resources  
Human Resources  
Pennsylvania Highlands Community College  
101 Community College Way  
Johnstown, PA 15904

**Phone Number**      814-262-6400